

Box reserved for Personnel Section

RPA Control No.#		C&P Analyst Approval		Date
Employee Name		Division DSH – Metropolitan State Hospital		
Position No / Agency-Unit-Class-Serial 487-564-2116-		Unit General Services		
Class Title Laundry Worker		Location Laundry		
SUBJECT TO CONFLICT OF INTEREST CODE <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	CBID 4	WORK WEEK GROUP 2	PAY DIFFERENTIAL	WORKING HOURS Mon – Fri 7:00am – 3:30pm

The Department of State Hospital's mission is to provide evaluation and treatment in a safe and responsible manner, and seek innovation and excellence in hospital operations, across a continuum of care and settings. You are a valued member of the Department's team. You are expected to work cooperatively with team members and others to enable the department to meet these goals and provide the highest level of service possible. Your efforts to treat others fairly with dignity and respect are important to everyone you work with.

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the direction of the Hospital General Services Administrator I, the Laundry Workers performs work in the receipt, storage, inventory, and issue of materials; to use powered or non-powered materials handling equipment as necessary.

% OF TIME PERFORMING DUTIES	INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST; PERCENTAGE MUST TOTAL 100%. (Use additional sheet if necessary.)
	<u>ESSENTIAL FUNCTIONS</u>
50 %	Pushes, pulls, load, unload trucks, and transport material to specified areas either by hand or by use of powered or non-powered materials handling equipment.
25 %	Check goods against purchasing documents. Utilizes stamping and ting machine. Distribute linens and/or clothing to the appropriate area, when received. Keep records of goods received and delivered.
10 %	Take physical inventories and update physical inventory records. Notify supervisors of stock outs, low inventory and re-order points. Preparation of work completion reports.
10 %	<u>MARGINAL FUNCTIONS</u>
	Keep shelves and storage areas clean, stocked and in an orderly manner. General area clean-up and housekeeping. Other Laundry related duties as required.

5 %	All other duties and special projects as assigned consistent with this classification.
Other Information	<p>SUPERVISION RECEIVED</p> <p>Under the general direction of the Hospital General Services Administrator I</p> <p>SUPERVISION EXERCISED</p> <p>N/A</p> <p><u>KNOWLEDGE AND ABILITIES</u></p> <p>KNOWLEDGE OF: Methods, practices, and equipment used in receiving, storing, and shipping material and supplies; methods of packing and unpacking material and supplies; common forms and documents used in receiving and shipping departments of a governmental or commercial organizational non-motorized pallet trucks and other types of materials handling equipment; methods of taking inventories and maintaining simple inventory records.</p> <p>ABILITY TO: Read and write English at a level required for successful job performance; make rapid and accurate computations relating to Laundry work area and Treatment areas; demonstrate good mechanical ability; follow oral and written directions.</p> <p><u>REQUIRED COMPETENCIES</u></p> <p>PHYSICAL The incumbent must possess the necessary physical, mental and cognitive abilities to perform the highly specialized analytical work needed to carry out the essential duties of the position. This includes but is not limited to working with computer software and hardware, bending, stooping, twisting, walking on irregular surfaces, pushing and pulling up to 25 pounds, lifting and carrying up to 25 pounds, and repetitive fine motor and hand motion.</p> <p>SAFETY Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safety or security hazards, including infection control.</p> <p>CULTURAL AWARENESS Demonstrates awareness to multicultural issues in the workplace, which enables the employee to work effectively.</p> <p>CPR Maintains current certification.</p> <p>SITE SPECIFIC COMPETENCIES N/A</p> <p>TECHNICAL PROFICIENCY (SITE SPECIFIC) •</p> <p>LICENSE OR CERTIFICATION - not applicable</p> <p>TRAINING - Training Category = Type II General The employee is required to keep current with the completion of all required training.</p>

THERAPEUTIC STRATEGIC INTERVENTION (TSI)

Supports safe working environment; practices the strategies and intervention that promote a therapeutic milieu; applies and demonstrates knowledge of correct methods in the management of assaultive behavior. Training provided during new employee orientation.

WORKING CONDITIONS**EMPLOYEE IS REQUIRED TO:**

- Report to work on time and follow procedures for reporting absences;
- Maintain a professional appearance;
- Appropriately maintain cooperative, professional, and effective interactions with employees, patients/clients, and the public.
- Comply with hospital policies and procedures.
- The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital.

All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.

Regular and consistent attendance is critical to the successful performance of this position due to the heavy workload and time-sensitive nature of the work.

The incumbent routinely works with and is exposed to sensitive and confidential issues and/or materials and is expected to maintain confidentiality at all times.

The Department of State Hospitals provides support services to facilities operated within the Department. A required function of this position is to consistently provide exceptional customer service to internal and external customers.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the Office of Human Rights).

Employee's Signature

Date

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor's Signature

Date
